



Old Westcliffian Association

DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the Data Controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR) and the Data Protection Act 2018 (the DPA).

2. Who are we?

The Old Westcliffian Association is the Data Controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Old Westcliffian Association complies with its obligations under the GDPR/DPA by keeping personal data up-to-date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To send you publications (e.g. newsletters and updates about the School);
- To send you details of volunteering opportunities;
- To fundraise and promote the interests of the School and OWA;
- To invite you to alumni and other School events;
- For administrative purposes (e.g. in order to process a donation you have made or to administer an event you have registered for or attended);
- To maintain our own accounts and records;
- To share your contact details with Westcliff High School for Boys, if required.

4. What is the legal basis for processing your personal data?

The legal basis under which your data is processed is:

- Explicit consent of the Data Subject so that we can keep you informed about news, events, and activities, and keep you informed about the Old Westcliffian Association and Westcliff High School for Boys;
- Legal obligation where processing is undertaken in relation to accounting regulations or other regulatory requirements.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with Westcliff High School for Boys. We will only share your data with third parties with your consent.

6. How long do we keep your personal data?

We will keep your data indefinitely, unless you tell us that you no longer wish us to hold your data.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Old Westcliffian Association holds about you;
- The right to request that the Old Westcliffian Association corrects any personal data if it is found to be inaccurate or out-of-date;
- The right to request your personal data is erased where it is no longer necessary for the Old Westcliffian Association to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the Data Controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable);
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please contact the Secretary of the Old Westcliffian Association, in the first instance at secretary@oldwestcliffianassociation.org

You can contact the Information Commissioners Office on 0303 123 1113 or via e-mail <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.